

SANDY CITY  
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u> Water Construction Crew Leader	<u>Revision Date:</u> 09/14
		<u>EEO Category:</u> Serv./Maint.
		<u>Status:</u> Non-Exempt
		<u>Control No:</u> 30538

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the Construction Supervisor, Operations Manager and/or Assistant Operations Manager, performs skilled work pertaining to the operations, maintenance, and construction of the City drinking water.

III. Essential Duties:

- Involved in hiring, training, motivating, disciplining and directing two to five employees. Assigns and monitors work progress.
- Maintains, constructs and installs main lines, service lines, fire hydrants, meters, wells, valves, pressure regulators, pump stations, tanks, etc.
- Operates and maintains various types of heavy, light, and complex equipment that is used in maintenance and construction of the water systems (backhoes, ten-wheeler trucks, excavators, high pressure machines, hand tools, etc.).
- Repairs and installs surface features damaged during system maintenance including landscaping, sprinklers, asphalt, concrete, etc.
- Responds to customer complaints regarding flooding, water service, irrigation, leaks, low pressure, frozen lines, and other related matters.
- Turns customer water service on and off.
- Delivers notices to customers regarding water turn-off.
- Responds to public inquiries, complaints, and requests.
- Competes work orders and various other records pertaining to work activities.
- Performs after hours blue stakes markings as needed.

IV. Marginal Duties:

- Performs other duties as assigned.

V. Qualifications:

**Education:** High School Diploma or equivalent education is required.

**Experience:** Four years of experience or technical training in water works, equipment operation, construction and/or closely related area is required to be eligible for this position.

**Certificates/Licenses:** Must possess a valid class A Commercial Driver's License; must possess a Grade IV (4) UT Water Operator Certificate; must possess a current UT State Flagman's Certification; must be certified by the department in all equipment related to current job duties and in three pieces of equipment off the department equipment certification list. Must be forklift certified.

**Probationary Period:** A one year probationary period is a pre-requisite to this position.

**Knowledge of:** Tools, machines, and equipment used in the operation, maintenance, and construction of the water system; principles of maintenance and construction of water related projects; OSHA safety standards and EPA water standards and other related local, state, and federal regulations; knowledge of,

and ability to set up safe work zones in accordance with OSHA and state standards; water system facilities, equipment, and operations.

**Responsibility for:** Moderate responsibility for the care, condition and use of materials, equipment, money, and tools; responsibility for directing other employees and making decisions which affect them including what they will do, when they will do it and how.

**Communications skills:** Ability to furnish and obtain information from other departments; contact with other departments.

**Tool, Machine, Equipment Operation:** Regular use of a telephone, computer, calculator, hand tools, dump trucks, utility trucks, pickup trucks, loaders, backhoes, and excavators.

**Analytical Ability:** Prioritize tasks, establish effective working relationships with employees and the public. Perform most complex tasks without supervision.

VI Working Conditions:

*Physical Demands:* While performing duties of job employee may frequently bend, stoop or crouch; and frequently communicates with others. Employee may sit or stand for long periods of time and may occasional move up to 100 pounds.

*Work Environment:* Outdoor work in all types of weather required; requires on-call status on a three week rotating basis, staying within reasonable response time and answering a cell phone; seasonal shift work (including weekends and holidays) may be required; regular exposure to unpleasant working conditions, especially dampness, when doing fieldwork. Regular exposure to unpleasant or hazardous working conditions caused by water, noise, dust, heavy equipment, toxic fumes, traffic, heights, and high voltage equipment; work in trenches, vaults, and manholes. Frequent exposure to stressful situations as a result of human behavior, deadlines and other demands of the position.

The above statements are intended to describe the general nature and level of work being performed by the person (s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

